



Temporary Use of Public Right-of-Way (Events Only)

Required For Use Of Downtown Public Parking Spaces For Anything Other Than Their Intended Use.

To use public parking spaces for anything other than their intended use you will need the approval of the Downtown Group's Transportation Services Manager, Madeline Clemann. Please contact Madeline prior to submitting this application - 480-312-2732 or email to mclemann@scottsdaleaz.gov.

You must also submit a Certificate Of Insurance for at least one million dollars (\$1,000,000), naming the City of Scottsdale as additional insured. Please fax your certificate to Nicole Curtis at 480-312-9073.

Once you receive permission to use the parking space(s) and submit your certificate of insurance, you may pick up your encroachment permit at the One Stop Shop located at 7447 E Indian School Road, suite 100 (southeast corner of Indian School & Drinkwater). The fee for the permit is \$145.00. Please bring a copy of your paperwork to give to the One Stop Shop representative.

- Have you contacted Madeline Clemann? ☐ No ☐ Yes - Date: _____
- Do you have a valet plan or site plan? ☐ No ☐ Yes
- Attach a copy of the Certificate of Insurance

Submittal Date: _____

Event Name: _____

Event Location/Address: _____

Applicant Contact: _____

Phone: _____ **Cell Phone:** _____ **Fax:** _____

E-mail: _____

Location of parking spaces affected: _____

Number of space affected: _____ **Date(s) of when parking space(s) will be utilized:** _____

Please explain the event and the need for the use of the right-of-way:

Official Use Only:

☐ APPROVAL

☐ DENIAL

Madeline Clemann, Downtown Transportation Services Manager

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088